

INDEX

ADMINISTRATION INSTRUCTIONS

FOR

CONSTRUCTION SUBCONTRACTS

ISSUED UNDER

WSRC SUBCONTRACT

BSRI-88-0002

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Bechtel Savannah River, Incorporated
Procurement and Materials Management Department
P. O. Box 616
Aiken, South Carolina 29802

SECTION 1 - DEFINITIONS

1.1 DEFINITIONS

As used herein, the terms listed below are defined as follows:

- 1.1.1 "Subcontract Technical Representative (STR)" means the person responsible for safety coordination, inspection of work

and otherwise monitoring the Subcontractor's Work. The STR is not authorized to waive or alter the provisions of the Subcontract or any subcontract documents, or to issue instructions contrary to the subcontract documents, or to act as foreman for the Subcontractor.

SECTION 2 - CONSTRUCTION SCHEDULE

2.1 COMMENCEMENT OF FIELD CONSTRUCTION

2.1.1 Subcontractor shall not commence field Work until a written Notice to Proceed is issued by BSRI.

2.1.2 A Notice to Proceed will be issued when the Subcontractor, (a) returns an executed copy of the Subcontract Agreement; (b) delivers the required Certificate of Insurance; (c) delivers fully executed Payment and Performance Bonds, if required; (d) delivers a schedule for the first sixty (60) calendar days of Work; and, (e) receives approval of the "Project Safety and Health Plan" required under Article A.76, Safety and Health of the General Provisions, and (f) has executed and submitted the Pre-Job Conference Certification.

2.1.3 BSRI shall be responsible for obtaining permits required by the South Carolina Department of Health and Environmental Control to perform the Work.

SECTION 3 - JOB SITE AND STANDARD CONDITIONS

3.1 MISCELLANEOUS JOB SITE CONDITIONS

3.1.1 BSRI will not furnish any enclosed storage areas unless stated otherwise. If required, the Subcontractor shall construct and maintain such facilities. The location shall be approved by BSRI.

3.1.2 Flammable storage facilities will not be provided by BSRI. If required, these shall be provided by the Subcontractor. Storage area shall comply with OSHA, DOT and SCDHEC rules. Location and

details of construction shall be approved by BSRI.

3.2 APPLICATION FOR PAYMENT

3.2.1 Subcontractor's Application For Payment (copy enclosed) shall be submitted to the cognizant Purchasing Representative at the following address:

BSRI
Procurement and Materials Management
Department
P. O. Box 616
Aiken, South Carolina 29802

3.3 PLEDGES OF ASSETS

3.3.1 Offerors shall obtain from each person acting as an individual surety on a Performance Bond, or a Payment Bond -

1. Pledge of assets; and,
2. Affidavit of Individual Surety, on a form provided by BSRI.

3.3.2 Pledges of assets from each person acting as an individual surety shall be in the form of -

1. Evidence of an escrow account containing cash, certificates of deposit, commercial or Government securities, or other assets described in FAR 28.203-2 (except see 28.203-2(b) (2) with respect to Government securities held in book entry form) and/or,

2. A recorded lien on real estate. The Offeror will be required to provide -

- a. Evidence of title in the form of a certificate of title prepared by a title insurance company approved by the United States Department of Justice. This title evidence must show fee simple title vested in the surety along with any concurrent owners; whether any real estate taxes are due and payable; and any recorded encumbrances against

the property, including the lien filed in favor of WSRC/BSRI as required by FAR 28.203-3(d);

- b. Evidence of the amount due under any encumbrance shown in the evidence of title;
- c. A copy of the current real estate tax assessment of the property or a current appraisal dated no earlier than six (6) months prior to the date of the bond, prepared by a professional appraiser who certifies that the appraisal has been conducted in accordance with the generally accepted appraisal standards as reflected in the Uniform Standards of Professional Appraisal Practice, as promulgated by the Appraisal Foundation.

3.4 FACILITIES

Subcontractor personnel will not be permitted to use site facilities, cafeterias, lunch rooms, restrooms, or change rooms, unless stated otherwise.

3.5 USE OF TOOLS AND EQUIPMENT

The Subcontractor and his Lower-tier Subcontractors shall not use BSRI's tools or equipment without the prior written approval of BSRI. In the event BSRI permits the Subcontractor to use BSRI's tools or equipment, the Subcontractor shall pay BSRI a reasonable rental rate for such use and shall assume full responsibility for, and shall hold BSRI/WSRC harmless from, any claims, demands, suits, action, causes of action, damages, and expenses (including attorneys' fees) resulting from the use of such tools or equipment by the Subcontractor.

3.6 DAILY LOG

Subcontractor shall fill out and submit to the Subcontract Technical Representative (STR), on a daily basis, a daily log. The Log shall document all events occurring on the jobsite, with particular

notice being given to the amount, type and number of workmen by trades, Lower-tier Subcontractors, material and equipment deliveries, equipment on site, equipment in use, Work in progress, inspection performed, tests performed, any construction activities that do not meet the technical requirements of the Subcontract Documents, corrective actions for unacceptable construction activities and significant problems affecting progress or quality of the Work. The Log shall also reflect activities as they relate to the construction schedule.

3.7 DELAY TO WORK IN PROGRESS

The Subcontractor shall notify the Subcontract Technical Representative (STR) immediately of any delay to the Work in progress. The Subcontractor's site supervisor and the STR shall jointly determine if the delay is a result of acts of commission or omission by BSRI, in which case the Subcontractor will be reimbursed in accordance with provisions in the Subcontract Documents. All such delays shall be documented daily, in writing, and jointly approved by the Subcontractor's site supervisor and the STR as to the duration of the delay, number of craftsmen by classification, and items of equipment. Requests for reimbursement for delays which have not been concurred with by BSRI will not be accepted and the Subcontractor waives all rights for a claim for extension of time or for acceleration and for inefficiencies arising out of or otherwise related to delays to Work in progress not concurred with by BSRI. Inspection by BSRI will not be considered a delay.

3.8 TWO-WAY RADIOS AND CELLULAR TELEPHONES

3.8.1 Two-Way Radios

1. Subcontractors performing Work at SRS and government-leased properties are permitted to use licensed two-way radios in performance of their duties. Registration of the units with the Local Frequency Coordinator (LFC) is required if the radio will be used on site, or leased facilities, for a period exceeding 24 hours. Cellular

telephones, citizens' band and amateur radios installed in vehicles are exempted from registration.

2. "SRS Vendor/Subcontractor Radio Registration Form" (Form No. OSR 18-92) shall be completed by the Subcontractor and the original submitted to the cognizant Subcontract Technical Representative (STR). A copy of the registration form must also be sent to the cognizant Procurement Representative.

3.8.2 Cellular Telephones

1. Cellular telephones are permitted on General Site and in Property Protection Areas, but not in Secure Areas protecting classified activities (i.e., Limited Areas, Protected Areas, Material Access Areas, Exclusion Areas, etc.). Cellular telephones permanently installed in a vehicle will be allowed in secure areas. Cellular telephones which are not installed in vehicles will not be allowed in secure areas.

SECTION 4 - SAFETY REQUIREMENTS

4.1 DRINKING WATER AND SANITARY FACILITIES

- 4.1.1 The Subcontractor must furnish his own drinking water and sanitary facilities which meet the requirements of Federal and State of South Carolina laws. Drinking water shall be in tamperproof cans.
- 4.1.2 The Subcontractor must require its provider of sanitary facilities to use the enclosed Sanitary Sewage Disposal Record as a manifest which provides a record of the proper disposition of the sewage waste from the sanitary facilities. A copy of the completed form must be provided to BSRI.

4.2 SAFETY REQUIREMENTS

- 4.2.1 The Subcontractor shall comply with the enclosed Construction Subcontractor Safety Requirements.
- 4.2.2 The Subcontractor shall designate a responsible member of his organization at the site whose duty shall be the initiation, maintenance and supervision of the Subcontractor's safety precautions and programs.
- 4.2.3 Subcontractor shall confirm that all major equipment will be inspected, operated and maintained by competent personnel. The Subcontractor shall complete the enclosed "Major Equipment Declaration", .
- 4.2.4 The Subcontractor must arrange for first-aid treatment. However, unless the Subcontractor otherwise requests "not to" in writing prior to commencement of the Work, BSRI will provide emergency first-aid facilities for the employees of the Subcontractor and his Lower-tier Subcontractors for life-threatening injuries and required ambulatory services.
- 4.2.5 Any radioactive material (including sealed radioactive sources) or radiation generating devices (RGDs) used at SRS must be reviewed and approved by WSRC Radiological Control and Health Physics (RC&HP) personnel before being brought on site. Even though the proposed use of radioactive material or RGDs may be in compliance with applicable NRC or agreement state requirements, DOE imposes additional requirements. Contact the RC&HP Radioactive Source Control Coordinator (725-1748) for details.

4.3 HAZARDOUS MATERIAL COMMUNICATION

- 4.3.1 The Subcontractor shall have a written program, as outlined in the OSHA 1910.1200, for Hazardous Material Communication and shall maintain a copy of this program on site for review by BSRI representative.

- 4.3.2 The Subcontractor shall maintain at the site, a file of the certifications showing that all employees have received the training required by OSHA 1910.1200. BSRI has the option to review the certification.

number will not be badged.

4. In order to facilitate communications, the Subcontractor will have to complete a Badging Authorization Notification form.

SECTION 5 - SECURITY REQUIREMENTS

5.1 SECURITY BADGING REQUIREMENTS

- 5.1.1 The employees of the Subcontractor and of his Lower-tier Subcontractors must be processed through BSRI's Subcontract Badging Procedure and are subject to investigation by Governmental authorities. All badges must be returned or accounted for prior to final payment. All employees must be at least 18 years old. Only United States citizens can be badged and allowed on the Savannah River Site.

- 5.1.2 The employees of the Subcontractor and of his Lower-tier Subcontractors shall complete Subcontractor Employee Data Sheet and Fingerprint Cards.

- 5.1.3 BSRI will observe the following badging procedure for processing the Subcontractor's employees through employment and security orientation:

1. If "General Employee Training (GET) for Subcontract Personnel" is required under the Subcontract, the employee must successfully pass the requirements prior to undergoing the badging procedure. GET requires eight (8) hours to complete.
2. The orientations and badging process will take approximately four (4) hours.
3. Any Subcontractor or Lower-tier Subcontractor employee requiring badging must present their Subcontract number, employee's full name and social security number to BSRI's Badging Representative. The request must be signed by an authorized representative of the Subcontractor. Any employee not presenting this

- 5.1.4 If Work under this Subcontract is to be performed in security areas, all personnel will be required to sign in and out at security gates and are subject to a search of their person and belongings at entrance to or exit from the area.

- 5.1.5 Additionally, vehicles to be used in the performance of the Work must be individually authorized. Personal vehicles are not allowed at the jobsite. A list of vehicles needed should be presented to the STR at the pre-construction meeting. BSRI reserves the right to reject certain vehicles that are deemed not required for the Work.

- 5.1.6 The maximum duration that Subcontractor employees will be issued a site access badge is one (1) year. Subcontract employees requiring a new badge will report to the BSRI Construction Badge Office and repeat the badging process.

- 5.1.7 General site passes will be issued to permit access to BSRI's Construction Badge Office. These badges shall not be used in any other area.

5.2 SITE ACCESS

- 5.2.1 At any time during the performance of the Subcontract, the Subcontractor and his Lower-tier Subcontractors, suppliers and vendors may, on one day's notice, be required to enter and exit the site by a specific gate to be designated by BSRI.

- 5.2.2 This designated gate will be open Monday through Friday (except holidays listed elsewhere), from 5:30 a.m. until 7:00 p.m. Any weekend and off-hour operation of this gate will be considered on a case by case basis and must be requested, 48 hours in advance of need, through the Purchasing

Representative.

5.2.3 Upon notice by BSRI, Subcontractor personnel shall report to the Employment Office to be badged for entering and exiting this gate. This badge will be honored exclusively at the assigned gate. Personnel wearing this badge who attempt to enter or exit the site at locations other than the assigned gate will be denied passage and directed to the proper gate. BSRI will only compensate the Subcontractor for the increased cost of being rebadged.

5.2.4 Personnel utilizing this gate will be required to sign in and out and their vehicles will be subject to inspection by the SRS security force.

SECTION 6 - ENVIRONMENTAL REQUIREMENTS

6.1 WASTE DISPOSAL

6.1.1 The Subcontractor shall comply with all Federal, State, Local and Site, laws and regulations, in regards to waste generation, storage, transportation, and disposal.

6.1.2 The Subcontractor shall manage its work activities in a manner that minimizes the generation of waste.

6.1.3 The Subcontractor shall be cognizant and responsible for all wastes generated. The Subcontractor shall be responsible to identify materials as being a waste (i.e. materials which are to be discarded, abandoned, or rejected). After the Subcontractor reviews each waste stream (type), BSRI and Subcontractor shall jointly determine an appropriate waste accumulation area, preferably at or near the point of generation and at a location where spills/releases could not easily migrate to the environment.

6.1.4 WASTE SHALL ONLY BE DISPOSED OF IN LOCATIONS SPECIFIED BY BSRI IN THE APPLICABLE SUBCONTRACT

DOCUMENT. NO WASTE SHALL BE REMOVED FROM THE SAVANNAH RIVER SITE WITHOUT THE EXPRESS WRITTEN CONSENT OF BSRI.

6.1.5 INERT WASTE

1. The Subcontractor shall be responsible for the accumulation, minimization, segregation, transportation as required, and on-site disposal of all inert waste generated, unless directed otherwise by BSRI.

2. BSRI will provide the Subcontractor with the required documentation which must accompany the delivery of hazardous waste to the appropriate on-site treatment, storage or disposal facility. BSRI will require a two (2) working day notice of the Subcontractors intent to ship the waste. All waste must be radiologically screened prior to shipment and meet the facility's waste acceptance criteria. Refer to the subcontract for specific requirements or contact the STR if applicable.

3. Hazardous Waste Satellite Accumulation Areas shall be located at or near the point of waste generation. Satellite Accumulation Areas or the waste accumulation container shall be locked if they are not located in direct sight of the responsible attendant.

Hazardous Waste Satellite Accumulation Areas shall be identified as follows:

- * install a visible boundary to define the accumulation area (e.g., chains, tape, ribbon)
- * install a minimum of one (1) 12" x 18" sign with a yellow background and 1" black letters, which is legible from 25 feet away, containing the following information:
 - "Hazardous Waste Satellite Area"
 - Construction location
 - Responsible attendant and contact number

- Contractor Environmental Engineer and contact number
 - * install a minimum of (1) "No Smoking" sign (for ignitable wastes)
 - * Install an "Authorized Use Only" sign (for unlocked satellite areas or waste accumulation containers) with 1" black letters and a white background. Sign to be approximately 12" x 18".
 - * The Responsible Attendant shall identify the hazardous waste accumulation containers with a minimum of one (1) label per container legible from ten (10) feet. Approximate label standards are 18" x 24" with a yellow background and 2" black letters. Depending on container size, smaller labels/letters are permissible.
 - * The Responsible Attendant shall have the appropriate Resource Conservation and Recovery Act (RCRA) training.
4. Spent fluorescent light bulbs are to be managed as hazardous waste and must be accumulated in a satellite accumulation area (150 - 4' long bulbs max.) or transferred to the N-Area Hazardous Waste Staging Area (Building 717-12N) in Central Shops, at the end of the work shift for consolidation, crushing, sampling, analysis and disposal.
5. Handling, storage, and disposal of fluorescent light ballasts, small capacitors and other equipment containing PCBs shall be in compliance with the Toxic Substance Control Act Regulatory requirements. Nonradioactive material containing PCBs shall be transferred to the PCB Storage Facility (Building 741-1N) within 30 days of the date marked on the drum. Subcontractors should note that each ballast must be individually radiologically surveyed (smeared) and cleared by Radiological Controls prior to shipping. Contact the STR for specific site guidance.

6. If mixed waste is encountered, contact the STR for coordination and disposal with Operations.

6.2 SPILL RESPONSE AND REPORTING

- 6.2.1 The Subcontractor shall be responsible for developing and maintaining spill prevention controls and countermeasures for chemicals and petroleum products used and stored on the work site. The following Best Management Practices shall be used:

1. Secondary containment, diversionary structures, or equipment to prevent the products from contaminating the environment should a spill or leak occur.
2. Locating storage facilities away from low lying areas such as ditches, streams, and storm sewers.
3. Maintaining nearby spill control equipment, i.e. spill kit.
4. Effectively containerizing and labeling all products.

- 6.2.2 The Subcontractor shall provide immediate notification to the STR of any spilling, leaking pumping, pouring, discharging, emitting, or dumping of materials into or on any land, water, or air. The Subcontractor shall also report any other incident relative to material/waste handling, storage, transportation, or disposal and shall take immediate and appropriate steps to protect human health and the environment.

- 6.2.3 The Subcontractor shall not release any waste water (for example: water from washing out concrete trucks) on the Savannah River Site without written approval from BSRI.

- 6.2.4 The Subcontractor shall be liable for all costs associated with or resulting from such releases, including without limitation,

clean-up costs.

6.3 AIR QUALITY

- 6.3.1 The Subcontractor shall be responsible for obtaining any and all necessary South Carolina Department of Health and Environmental Control (SCDHEC) Air Quality Permits as required by South Carolina Air Quality Regulation(s) prior to use of any Subcontractor owned/leased equipment on the Savannah River Site.
- 6.3.2 A SCDHEC, Bureau of Air Quality Control (BAQC) approved Construction Permit or written exemption for air emissions sources is required for diesel-powered equipment with a rated capacity of 150kW (or greater) or 200 Brake Horsepower (BHP) (or greater).
- 6.3.3 Refrigerant Recovery - The Clean Air Act Amendments of 1990 prohibit the venting of certain chlorofluorocarbons (CFCs) and hydrochlorofluorocarbons (HCFCs) to the atmosphere from refrigeration cooling and air conditioning units. All refrigerant shall be recovered.

6.4 ASBESTOS

- 6.4.1 All demolition/renovation work at SRS involving asbestos must be permitted with BSRI's Asbestos Coordinator prior to starting work. The Subcontractor shall submit the following information, if applicable to the subcontract:
 - 1. A copy of SCDHEC CONTRACTORS ABATEMENT company license.
 - 2. A copy of certificates (from SCDHEC) or personnel performing abatement activities (SUPERVISOR OR WORKER).
 - 3. A copy of MEDICAL RECORDS (last physical date) on personnel performing abatement activities.
 - 4. A copy of RESPIRATOR FIT TEST (last date of respirator fit test).

- 5. A copy of SCDHEC letter of authorization to perform abatement activity at SRS.

- 6. A copy of JOB PLAN/SCOPE OF WORK on abatement activity.

- 7. A copy of Subcontractors BUILDING INSPECTOR ACCREDITATION CERTIFICATE and inspection report.

- 8. A copy of Subcontractors PROJECT DESIGNER ACCREDITATION CERTIFICATE and designer report.

- 6.4.2 Asbestos shall be disposed in containers provided at the Central Shops Insulation Facility, 717-10N, unless otherwise specified in the subcontract. The plastic bags used for asbestos disposal shall be clear.

- 6.4.3 All demolition work performed at SRS, on any building or facility, whether or not it contains asbestos, shall be reported to SCDHEC on a Notification of Demolition and Renovation form. See the referenced subcontract for specific requirements.

- 6.4.4 The use of polychlorinated biphenyls (PCBs) or asbestos is prohibited unless specified or approved in writing by BSRI.

6.5 EROSION AND SEDIMENT CONTROL

- 6.5.1 Subcontractors involved in activities which disturb surface soils shall submit a Sediment and Erosion Control Plan to BSRI for review and approval. The plan is intended to provide guidance according to the South Carolina Stormwater and Sediment Reduction Regulation (SC 72-300). Land disturbances less than 1/2 acre require BSRI's review and state approval. See the referenced subcontract for specific requirements.

6.6 REGULATORY REPORTING

- 6.6.1 The Subcontractor shall be required to prepare and submit data to BSRI for input to regulatory reports, including but not

limited to, the SCDHEC Quarterly Hazardous Waste Report, Environmental Protection Agency (EPA) Annual Tier II Chemical Inventory Report, and the EPA Annual Toxic Release Inventory Report. BSRI will provide forms for the Subcontractor's use.

6.7 TRAINING

- 6.7.1 The Subcontractor shall provide and document all required waste management and environmental protection training given to their employees. Training records shall be maintained on site and shall be available for BSRI review.

SECTION 7 - ENCLOSURES

7.1 APPLICABLE DOCUMENTS AND FORMS

- 7.1.1 Sanitary Sewage Disposal Record, dated February 1, 1990
- 7.1.2 DOE Order 5483.1A "Occupational Safety and Health Program for DOE Contractor Employees at Government-Owned Contractor Operated Facilities", dated June 22, 1983
- 7.1.3 DOE Order 5480.4 "Environmental Protection, Safety, and Health Protection Standards", dated May 15, 1984, Change 1, dated May 16, 1988; Change 2, dated May 15, 1995; Change 3, dated September 20, 1991; Change 4, dated January 7, 1993.
- 7.1.4 DOE Order 5480.9A "Construction Project Safety and Health Management", April 13, 1994
- 7.1.5 Major Equipment Declaration, Revised April 16, 1993
- 7.1.6 Construction Subcontractor Safety Requirements, Rev. 3, dated March 15, 1995
- 7.1.7 Subcontractor's Application For Payment Form